

**CHANDIGARH COLLEGE OF ENGINEERING AND TECHNOLOGY,**  
**(DEGREE WING) SECTOR-26, CHANDIGARH**

To,

Dr. D.S. Saini,  
Prof I/C IQAC  
CCET (Degree), Chandigarh

Memo No. CCET/DG/Estt./2019/  
Dated, Chandigarh the


**Subject :** CAS proforma, Scrutiny form and CAS Agenda/Recommendations forms for CCET as per AICTE Notification F.No.37-3/Legal/AICTE/2012 dated 18.11.2012.

Reference your letter dated 20.05.2019 on the subject cited above.

It is intimated that W/PPL has approved the following Proformas for CAS promotion of faculty of this institute, as submitted by your vide letter dated 25.05.2019 :-

- i) PBAS Proforma - to be uploaded on College website.
- ii) Scrutiny form - to be provided to Screening Committee.
- iii) CAS Agenda/ Recommendation form - to be prepared as agenda for the approval of competent authority.


This issues with the approval of Principal dated 04.06.2019.

  
Head of Office  
Chd. College of Engg. & Tech.,  
Degree Wing, Chandigarh

Endst No : CCET/DG/Estt./2019/ 4214.

Dated : 10/6/19

✓ A copy is forwarded to In-charge Website, CCET (Degree Wing) with request to upload the enclosed PBAS proforma on the College website alongwith this letter for information of faculty and their further necessary action.

  
Head of Office  
Chd. College of Engg. & Tech.,  
Degree Wing, Chandigarh



## CHANDIGARH COLLEGE OF ENGINEERING AND TECHNOLOGY (DEGREE WING)

Government Institute Chandigarh(UT) Administration|Affiliated to Panjab University, Chandigarh  
Sector-26, Chandigarh-160019 | Trl. No. 0172-2750947, 2750943

### PBAS Proforma for Promotion under Career Advancement Scheme

(Applicable for faculty members eligible for promotion under CAS on or after 05 March 2010 as per AICTE (CAS) Regulations 2012)

Application for promotion from: Stage ----- to Stage -----

Session/Year: ----- to -----

### PART A (GENERAL INFORMATION)

1	Name (in Block Letters)	
2	Father's Name / Mother's Name/ Husband's Name	
3	Department	
4	Current Designation & Grade Pay	
5	Date of Last Promotion	
6	Address for correspondence (with Pincode)	
7	Permanent Address (with Pin code, Telephone No. & E-Mail)	
8	Whether acquired any degree or fresh academic qualification during the year:	
9	Academic Staff College Orientation / Refresher Course attended during the year :	

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency

**PART B**  
**(ACADEMIC PERFORMANCE INDICATORS)**

**CATEGORY I**  
**TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

- (i) Lectures, Seminars, Tutorials, Practicals, Contact Hours (give semester-wise details, where necessary)-

S. N.	Course/Paper	Session	Level (Class taught)	Mode of Teaching*	No. of classes (hrs) per week allotted	No. of classes (hrs) conducted	% of classes/ practicals taken as per documented record	API Score	Annexure and Page No.
1.									
2.									

\*Lecture (L), Seminars (S), Tutorials (T), Practical (P), Contact Hours (C)

**Classes exceeding AICTE norms**

(If teacher has taken classes exceeding AICTE norms, the two points to be assigned for each extra hour of classes ( max. score: 10))

S.N.	Course/Paper	Session	No of Extra Lectures	Extra Marks	API Score	Annexure & Page No.
1.						
2.						

- (ii) **Reading/Instructional material consulted and additional knowledge resources provided to students-**  
**(Imparting of knowledge/Instruction vis-a-vis with the prescribed material (Text book/ Manual etc.) and methodology of the curriculum (100% compliance= 20 points))**

Sr. No.	Course/ Paper	Consulted	Prescribed	Additional Resource provided	API Score	Annexure and Page No.
1.						
2.						
3.						
4.						

- (iii) **Use of Participatory and innovative Teaching-Learning Methodologies, Updating of subject content, Course Improvement etc.**

S. No.	Short Description	Activity Performed	API Score	Annexure and Page No.
1	Updating of courses, design of curriculum. (5-single course)-Maximum Score-10			
2	Preparation of resource material, fresh reading materials, Laboratory manuals, etc. (Max.10 marks)			
3	Use of innovative teaching-learning methodologies; use of ICT updated subject content and course improvement.			
3a.	ICT Based Teaching material:10points:each			
3b.	Interactive Courses : 5 points/each			
3c.	Participatory Learning modules ; 5 points/each			

4	Developing and imparting Remedial/Bridge Courses and Counselling modules (Each activity . 5 points)			
5	Developing and imparting soft skills/communication skills/personality development courses/modules (Each activity : 5 points)			
6	Developing and imparting specialized teaching-learning programmes in physical education, library; innovative compositions and creations in music. performing and visual arts and other traditional areas (Each activity: 5 points)			
7	Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students			
7a	Workshop/ Training course: 10 points each			
7b	Popularization program : 5 points each			
	<b>Maximum Aggregate Limit (iii)-20</b>			

(iv) **Examination Duties Assigned and Performed**

S N.	Type of Examination Duties*	Duties Assigned	Extent to which carried out (%)	API Score	Annexure and Page No.
1	College/University and semester / Annual Examination work as per duties allotted (Invigilation -10 points; Evaluation of answer scripts 5 points; question paper setting 5 Moderation, Revaluation and redresses, Other Exam work 2 points each. (100% compliance--=20 points)				
1.1	Invigilation -10 points				
1.2	Question Paper Setting-5 points				
1.3	Evaluation/assessment of answer scripts-5 points				
2	College/University Examination: Evaluation responsibilities for internal/ continuous assessment work as allotted (100% compliance-10 points)				
3	Examination work such as coordination or flying squad duties, etc. (maximum of 5 or 10 depending upon intensity of duty) (100% compliance = 10 points)				
	<b>Total Score (Max. 25)</b>				

**Summary of API Scores CATEGORY: I**

	Nature of Activity	Max. Score	API calculated
<b>i (a)</b>	Lectures, seminars, tutorials, practicals, contact hours undertaken as percentage of lectures allocated	50	
<b>i (b)</b>	Lectures or other teaching duties in excesses of AICTE norms	10	
<b>ii</b>	Preparation and imparting of knowledge/instruction as per curriculum, syllabus enrichment by providing additional resource to students	20	
<b>iii</b>	Use of participatory and innovative teaching-learning Methodologies, updating of subject content. course improvement ,	20	
<b>iv</b>	Examination duties (Invigilation; question paper setting. Evaluation/assessment of answer scripts) as per allotment.	25	
<b>Total Score (Max. 125)</b>			
<b>Minimum API score required</b>			<b>75</b>

**CATEGORY: II**

**CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES**

Please mention your contribution to any of the following (Please refer to page 74 of AICTE Regulations 2012)

S No.	Type of Activity	Responsibility undertaken	API Score	Annexure and Page No.
(i)	Extension, Co-curricular & Field based activities.			
	Institutional <b>Co-curricular activities for students</b> such as field studies/educational tours, Industry-imparting training and placement activity (5 pts each; max. 10)			
	Positions held/Leadership role played in organization linked with Extension Work and National service Scheme (NSS), NCC or any other similar activity (Each activity 10 points) ( max. 10)			
	Students and Staff Related Socio-Cultural and Sports Programmes, campus publications (department level 2 points, institutional level 5 points). (Max. 10)			
	Community work such as values of National Integration, secularism, democracy. socialism, humanism, peace, scientific temper; flood or, drought relief, small family norms, etc. (5 points each) (max. 10)			
	<b>(Maximum Aggregate Limit : 20)</b>			
(ii)	<b>Contribution to Corporate Life and Management of the Institution</b>	<b>Responsibility undertaken</b>		
	Contribution to Corporate life in Universities/Colleges through meetings, popular lectures. subject related events, articles in College magazine and University			

	volumes (2 point each). (2 pts each; max. 10)			
	Institutional Governance responsibilities like. Vice Principal. Dean, Director, <b>Warden</b> , Bursar, School Chairperson, IQAC coordinator etc. (10 pts each; max. 10)			
	Participation in committees concerned with any aspect of departmental or institutional management such as <b>admission committee, campus development</b> , library committee (5 point each). (max. 10)			
	Responsibility for, participation in committees for Students Welfare. <b>Counselling and Discipline</b> (5 each) (max. 10)			
	Organization of Conference/Training: International (10 points); national/regional (5 points) (max. 10)			
	<b>(Maximum Aggregate Limit : 15)</b>			
<b>(iii)</b>	<b>Professional Development Activities</b>			
	Membership of Professional Bodies (National:3pts/each and Local:2pts/each; max. 10)			
	Participation in subject associations, Conference/Seminar/workshop without paper presentation (2 pts each; max. 10)			
	Participation in short term courses less than one week duration in educational technology, curriculum development, professional development, examination reforms, institutional governance (5 pts each; max 10)			
	Membership/participation in bodies / <b>committees on education</b> and national <b>development</b> (5 pts each; max. 10)			
	Publication of articles in newspaper, magazines or other publication (not covered in category 3); radio talks etc. (1 pts each; max. 10)			
	<b>(Maximum Aggregate Limit : 15)</b>			
	<b>Total Score (i + ii + iii) (Max: 50; Minimum API Score required : 15)</b>			

### Category III

#### Research, Publications & Academic Contributions

(Please refer to page no. 53-56 of AICTE Regulations 2012)

#### **(A) Published Papers in Journals**

S.N.	Title with page no.	Journal name with year/month/vol .	ISSN / ISBN No.	Whether peer reviewed. Impact factor, if any	No. of Co-authors	Whether you are the main author	API Score	Annexure and Page No.
1.								
2.								
3.								

**NOTE:** Refereed Journal: 15pts./publication; non-refereed Journal with ISSN/ISBN: 10 pts./publication

**B (i) Articles/ Chapters published in Books**

S.N.	Title with page nos.	Book Title, editor & publisher	ISSN/ ISBN No.	Whether peer reviewed.	No. of Co-authors and Date of Publication	Whether you are the main author	API Score

**NOTE:** International level edited book: 10pts/chapter; National level edited book: 5pts/chapter; Local level book: 3pts/chapter

**B(ii) Full papers in Conference / Seminars Proceedings**

S.N.	Title with page no.	Details of conference Publications with date	ISSN / ISBN No.	No. of Co-authors	Whether you are the main author	API Score

**NOTE:** International conference full paper: 10 pts.; National Conference full paper: 05 pts.

**B (iii) Books published as single author or as editor**

S.N.	Title with page no.	Type of Book & Authorship	Publisher & ISSN/ ISBN No.	Whether Peer Reviewed	No. of Co-author & Date of Publication	Whether you are the main author	API Score

**NOTE:** International level publication with peer review based: 50/sole author; National level text /reference publication with ISSN/ISBN number: 25/sole author; Local level publication: 15/sole author

**C (i & ii). Ongoing Research projects and consultancies**

S.N.	Title	Agency	Period	Grant/ Amount Mobilized (Rs Lakhs)	API Score

**NOTE: Engineering:** More than 30 lakhs: 20 pts; between 5 – 30 lakhs:15 pts; less than 5 lakhs:10 pts. per projects **Humanities/Social Sciences/Management:** More than 5 lakhs: 20 pts; between 3-5 lakhs:15 pts; less than 3 lakhs: 10 pts per project

**C (iii & iv) Completed project/Consultancies**

S.N.	Title	Agency	Period	Grant/ Amount Mobilized (Rs. Lakhs)	Whether Policy Documents/Patent as outcome	API Score

**For completed projects:** 20 pts each for major projects and 10 pts each for minor projects

**For Consultancies: Engineering:** 10 pts for every 3 lakhs mobilized. **Humanities/Social Sciences/Management :** 10 pts for every 1 lakh mobilized

**(D) Research Guidance**

S.N.	Number Enrolled	Thesis Submitted	Degree Awarded	API Score
M.E./M. Tech./ M.Phil. or Equivalent				
Ph.D or Equivalent				

**NOTE:** ME / M. Tech / M. Phil. awarded :.3 pts /students; Ph.d. awarded 10 pts/student: Ph.D. thesis submitted: 7 pts/student

**E(i) Training Courses, Teaching-Learning-Evaluation Technology Programmes and Faculty Development Programmes (Not less than one week duration) participated or organized**



S.N.	Programme	Duration	Organised by	API Score	Annexure and Page No.
1.					
2.					
Total					

**NOTE:** 10 pts/programme of one week; 20 pts /programme for two weeks

**E (ii) Papers presented in Conferences, Seminars, Workshops, Symposia**

S.N.	Title of the paper presented	Title of Conference /Seminar etc	Date(s) of the event	Organised by	Whether International/ National/State/Regional/ University or College Level	API Score

**NOTE:** International Conference: 15 pts /paper; National: 10 pts. /paper; Regional: 5 pts. /paper; Local: 3 pts /paper

**E(iii) Invited Lectures and Chairmanships at National or International Conference/ Seminar**

S.N.	Title of Lecture/ Academic Session	Title of Conference /Seminar etc	Date(s) of the event	Organised by	Whether International /National	API Score

**NOTE:** International: 10 pts each; National 5 pts each

**IV SUMMARY OF API SCORES**

Category	Criteria	Minimum API Required	Total API Score for Assessment Period	Annual Average API Score for Assessment Period
I	Teaching, Learning and Evaluation related activities	75/Year		
II	Co-curricular, Extension, Professional development etc.	15/Year		
	<b>Total (I + II)</b>	<b>100/Year</b>		
III	Research and Academic Contribution	20/Year		
Total				

**PART C: OTHER RELEVANT INFORMATION**

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

S. N.	Details (Mention Year, Value etc. where relevant)
1.	
2.	
3.	

List of enclosures: (Please attach copies of certificates, sanctioned orders, papers etc.  
Wherever necessary attached as)

<b>S.N.</b>	<b>Name</b>	<b>Annexure</b>	<b>Page Numbers</b>
1.			
2.			
3.			

I certify that the information provided is correct as per records available with the Institution and/or documents enclosed along with the newly filled PBAS Performa.

**Signature of the Faculty  
with Designation, Place & Date**

**Head of Department**

**Department of \_\_\_\_\_**